



# Department of Public Safety and Corrections

## Public Safety Services

November 8, 1996  
HQ-01-0566

W. R. "RUT" WHITTINGTON, COLONEL  
DEPUTY SECRETARY

A. J. "MIKE" FOSTER, JR.  
GOVERNOR

### MEMORANDUM

TO: Public Safety Services Employees

FROM: Colonel W. R. "Rut" Whittington *WRW*  
Deputy Secretary

SUBJECT: Equal Employment Opportunity Notice

The Louisiana Department of Public Safety and Corrections, Public Safety Services, continues to operate under an affirmative concept of Equal Employment Opportunity for all persons regardless of race, color, religion, national origin, sex, age, physical or mental disability, veterans status or any other non-merit factor. Based on these factors, there will be no discrimination in any personnel activity or action including recruiting, selection, hiring, placement, training, seniority, transfers, promotion, layoff and termination.

In an effort to further assure compliance of both federal and state law regarding Equal Employment Opportunity, the following information is hereby provided:

1. Any employee or applicant for employment with the Department of Public Safety and Corrections, Public Safety Services (other than State Police Commissioned Officers), who believes that he or she has been discriminated against, treated unfavorably or harassed by an employee or agent of the department based on race, sex, color, religion, national origin, age or disability should report such a complaint to the following EEO representative:

Ms. Paula Clark  
Human Resources Management Office  
Public Safety Services  
Post Office Box 66614  
Baton Rouge, Louisiana 70896  
(Telephone: 504-925-6068)

2. The complaint may be filed with the Equal Employment Opportunity Commission at the following address:

New Orleans District Office  
701 Loyola Avenue, Suite 600  
New Orleans, Louisiana 70113-9936  
(Telephone: 504-589-2329)

(682)

P.O. BOX 66614, BATON ROUGE, LA 70896-6614  
(504) 925-6117

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3. The Department of Public Safety and Corrections, Public Safety Services will neither retaliate, nor permit retaliation, against any individual who alleges unlawful discrimination or harassment or who participates in an investigation of such allegation.
4. Any employee violating any federal or state law prohibiting employment discrimination will be subject to disciplinary action, up to and including termination of employment, where appropriate.

Please distribute this notice to all employees and post on bulletin boards statewide.

WRW:THN:PC  
cc: Legal Section

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